

Forest School Safeguarding & Child Protection Policy

Business Name: Sussex Forest Activities

Address: East Preston, West Sussex

Email: admin@forestactivities.co.uk

Designated Safeguarding Lead (DSL): Elliott Crook – 07891 455717

Deputy DSL (DDSL): Samantha Cross – 07475 770949

1. Introduction

Welcome to Sussex Forest Activities! Our top priority is the safety and wellbeing of every child in our care. This policy explains how we keep children safe while fostering a fun, nurturing, and educational environment in our Forest School settings.

We follow national safeguarding standards and OFSTED guidance to ensure all children aged 0–18 are protected.

2. Roles & Responsibilities

DSL – Elliott Crook:

- Oversees all safeguarding concerns
- Liaises with local authorities and child protection services
- Maintains confidential safeguarding records

DDSL – Samantha Cross:

- Supports the DSL
- Steps in if the DSL is unavailable

All Staff:

- Must read and follow this policy
- Report any concerns immediately to the DSL/DDSL
- Attend regular safeguarding training

Parents & Carers:

- Encouraged to communicate any concerns regarding their child's safety
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3. Recognising Abuse

Staff are trained to spot signs of abuse, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Online exploitation

Any suspicion of abuse should be reported immediately.

4. Reporting Concerns

1. Record factual details using the **Incident / Concern Reporting Form**
2. Report to DSL or DDSL immediately
3. DSL/DDSL decides next steps, which may include contacting safeguarding authorities

All concerns are handled confidentially.

5. Safer Recruitment & Staff Training

- All staff undergo DBS checks before employment
 - References and qualifications are verified
 - Mandatory safeguarding training is completed
 - Volunteers are supervised and briefed on safeguarding procedures
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6. Supervision & Health & Safety

- Children are supervised according to age and risk assessments
 - All activities follow strict health and safety procedures
 - Accidents are recorded and reported according to policy
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7. Online Safety

- Staff follow safe practices when using devices or photos
 - Children are supervised when accessing online resources
 - Social media use is monitored and staff are trained in e-safety
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8. Managing Allegations Against Staff

- Allegations are reported immediately to the DSL and LADO
 - Investigations follow statutory guidance
 - Staff suspected of abuse may be suspended pending investigation
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9. Record Keeping

- All safeguarding records are confidential, factual, and stored securely
 - Records include dates, times, people involved, and actions taken
 - Records are retained in line with statutory guidance
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10. Policy Review

- This policy is reviewed annually or after significant safeguarding incidents
 - Staff are informed of updates promptly
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Appendices

Appendix 1: Child Protection Flowchart

1. Concern observed or reported
 2. Record factual details
 3. Report to DSL/DDSL immediately
 4. DSL/DDSL decides next steps
 5. Contact local safeguarding authorities if required
 6. Record actions taken
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Appendix 2: Staff Code of Conduct

- Treat all children with respect and dignity
 - Follow safeguarding policies at all times
 - Mobile phones should not be used during sessions
 - Photography of children requires parental consent
 - Maintain professional boundaries
 - Report any concerns immediately
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Appendix 3: Incident / Concern Reporting Form

Child's Name: _____

Date & Time: _____

Location: _____

Observed / Reported Concern:

Action Taken:

Staff Name: _____

Signature: _____

DSL/DDSL Notified: _____

Date & Time: _____

West Sussex – Safeguarding Useful Contact Numbers

Service	Contact number	Details
Children’s Services / Safeguarding enquiries (during office hours)	01403 229900	West Sussex County Council – Integrated Front Door (IFD) for child welfare concerns (Mon–Fri 9:00–17:00) West Sussex County Council+2www-admin.westsussex.gov.uk+2
Out of hours / weekends / bank holidays – urgent child welfare concern	0330 222 6664	Out of hours duty Social Worker line. westbournehouse.org+2West Sussex County Council+2
Local Authority Designated Officer (LADO) – allegations about adults working with children	0330 222 6450	For consultation/referral regarding staff/volunteers. www-admin.westsussex.gov.uk+1
Email for LADO enquiries	lado@westsussex.gov.uk	Sussex Tuition Centre+1
Email for children’s services referrals	wschildrenservices@westsussex.gov.uk	www-admin.westsussex.gov.uk+1

Important reminders for your policy page:

- If a child is in **immediate danger**, call **999**.
- Use the above numbers **within your setting’s safeguarding policy** so staff know who to contact.

- Ensure that staff understand when to use the “out of hours” number.
 - Keep this list updated periodically (check with West Sussex County Council for any changes).
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